





ITEM NO. 23

STAFF REPORT

DATE: JULY 5, 2011
TO: MAYOR AND CITY COUNCIL 
FROM: ROD FOSTER, CITY MANAGER
PREPARED BY: BILL SMITH, DIRECTOR OF COMMUNITY SERVICES 
SUBJECT: REQUEST FOR FEE WAIVER – SAN SALVADOR CHURCH

RECOMMENDED ACTION

It is recommended that the City Council provide direction to staff regarding a request for fee waiver on behalf of San Salvador Church in Colton.

GOAL STATEMENT

The proposed action will support the City's goal to monitor and maintain funding entrusted to us in a responsible manner, and to provide prompt, effective service to Colton's residents.

BACKGROUND

Staff has received an application for a Special Event, on behalf of San Salvador Church in Colton. The event is proposed as a fundraiser parade, scheduled for September 3, 2011. The parade route is proposed as La Cadena Avenue, from Fleming Park, southbound to K Street, then westbound to the Church, during the times of 11:00 a.m. to 1:30 p.m. The event would necessitate the closure of La Cadena Avenue to traffic during the event.

The application was processed in accordance with Municipal Code, Section 5.44. According to Section 5.44.150(A), "in addition to the payment of the permit application fee, an applicant shall pay the City for all City departmental service charges incurred in connection with or due to the applicant's activities under the permit." The Community Services Department oversees the Special Event application process, and facilitates the involvement of all pertinent City departments, representation from which comprises the City Special Events Committee. This committee reviews all applications for Special Events, and processes those applications pursuant to the above-referenced Municipal Code, including the assessing of any appropriate fees. Upon processing of the application from San Salvador Church, a fee of \$1,827.85 was assessed to cover City costs associated with accommodating this event.

The breakdown of this fee is as follows:

Application Fee (Community Services Department)	= \$ 100.00
Traffic Control (Police Department)	= \$ 1,047.00
Street Maintenance (Public Works Department)	= \$ 680.85
TOTAL	= \$ 1,827.85

After notifying the applicant of the assessed fee for the proposed event, the applicant forwarded the attached fee waiver request, which includes a “good-faith” payment offer of \$250. Upon further review by the Special Events Committee, staff has determined that the original fees assessed are an accurate reflection of costs that the City will incur as the result of this proposed event. Staff is not authorized to override the Colton Municipal Code, and has thus forwarded this request to the City Council for its consideration.

ISSUES/ANALYSIS

It is standard procedure and practice, in accordance with the Special Events Ordinance, to charge applicants for the cost of City services necessitated by a proposed event. The City processes multiple event applications during the calendar year consistent with the aforementioned process. San Salvador Church has participated in this process many times, most notably in conjunction with their annual Church Fiesta. While this proposed event is a part of the annual San Salvador Fiesta, the parade is a new feature of the event.

The City has processed applications for similar parades in the past, most notably the annual Veteran’s Day Parade, as hosted by the American Legion, and the annual Christmas Parade, as hosted by the Chamber of Commerce. These events are co-sponsored by the City of Colton, and as such, do not incur a Special Event fee. The proposed event is a church event which is not co-sponsored by the City of Colton.

FISCAL IMPACTS

The approval of a full fee waiver will result in a General Fund impact of \$1,827.85.

ALTERNATIVES

1. Approve a fee waiver for the event.
2. Accept the applicant’s offer of a \$250 “good faith” payment and waive the remaining fees totaling \$1,577.85.
3. Deny a fee waiver for the event.
4. Provide alternate direction to staff.

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ATTACHMENTS

Application for Special Event – San Salvador Church
Request for Fee Waiver – San Salvador Church



City of Colton

Application Fee Applies

APPLICATION FOR A SPECIAL EVENT (Major or Minor Classification)

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Location of Event: <u>La Cadena Street: From Fleming Park South to San Salvador Church (178 W. "K" St.)</u>			
Date(s) of Event (Days/Dates): <u>Sept. 3, 2011</u>			
Set-Up Time: <u>11:30</u> to <u>12:30</u>	Program Time: <u>12:30</u> to <u>1:30</u>	Clean-Up Time: <u>?</u> to	
Group/Organization: <u>San Salvador Church (178 W. "K" St. - Colton)</u>			
Contact Person: <u>Angela Vargas</u>		Alternate Contact Person: <u>Terry Yanez</u>	
Address: <u>910 178 W. "K" St.</u>		Address: <u>910 178 W. "K" St.</u>	
City & Zip Code: <u>Colton, CA 92324</u>		City & Zip Code: <u>Colton, CA 92324</u>	
Home Phone: <u>864-5528</u> ^{909 (after 6:00)}		Home Phone: <u>824-1412</u> ⁹⁰⁹	
Work Phone: <u>777-0905</u> ⁹⁰⁹		Cell Phone: <u>213-1446</u> ⁹⁰⁹	

Estimated Total Event Attendance: ? Adults ? Teens ? Children

Reason for Use: Parade: down La Cadena from Fleming Bow south to San Salvador Church

Will on-site banners be used? YES ☒ NO ☐ If Yes, size, shape & materials: _____

Will canopies/tents be utilized? YES ☒ NO ☐ If Yes, please describe: _____

Will food/beverages be sold? YES ☒ NO ☐ If Yes, number of vendors: _____ Will alcohol be served? YES ☐ NO ☐

Will other items be sold? YES ☒ NO ☐ If Yes, number of vendors: _____

Will staff be on-site overnight? YES ☒ NO ☐ Describe available water & toilets: _____

Will security be provided? YES ☐ NO ☒ Will there be any sound amplification? YES ☐ NO ☒

Describe parking/traffic control: Colton Police as w/other parades

What assistance is requested from the City? Usage of La Cadena - Police

EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to abide by and enforce the rules and regulations of the City of Colton and certify that we have read the rules, regulations and agreements listed on the back of this application.

Signature of Applicant: A. H. Vargas

Date: 2-7-11

(For Office Use Only)

Date Received/Initials: <u>8 Feb 2011</u>	Committee Meeting	Applicant Notified:
Security Required - Verified:	Additional Requirements	
Insurance Required - Verified:		
Copies	Approval/Date/Staff	

Remarks:

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I LOVE A PARADE!!

SUGGESTED PARADE SCHEDULE

September is "very" hot...therefore:

SATURDAY, SEPTEMBER 3RD

10:30 to 11:30: **PARADE**

Give ½ hour for assembly on fiesta grounds -

12:00 – 12:30: **AWARDS**

12:30 – 1:00 **FIESTA OPENING CEREMONY**
A. Presentation of Colors
B. Speeches (as of years past)
C. Announcement of Queen & Princess

1:00 **FIESTA BEGINS (Variety of entertainment)**

10:00 **FIESTA ENDS**

SUNDAY, SEPTEMBER 4TH

12:00 – 1:30 **MARIACHI MASS**

1:30 **FIESTA BEGINS (Variety of entertainment)**

9:00 **FIESTA ENDS**

SAN SALVADOR CHURCH
178 "K" Street
Colton, CA 92324

April 29, 2011

Mr. Rod Foster, City Manager
Gonzales Center
670 Colton Avenue
Colton, California 92324

Dear Mr. Foster:

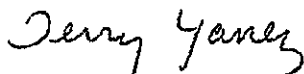
The San Salvador Church Fiestas Patrias Committee would like to hold a parade on Saturday, September 3, 2011. Fiestas Patrias was a yearly September celebration in Colton with a parade. Unfortunately, it has been over 40 years since this event has held in South Colton.

A short parade from south 7th Street (possibly to include the "N" Street underpass) to the fiesta grounds on north "K" Street is our planned parade route. We have four (4) off-duty policemen and members of the Colton Knights of Columbus who could assist during the parade. Since our fiesta is the major fundraiser of a financially-impaired church, we would like to request a waiver fee. However, a good-faith payment of \$250 can be accommodated.

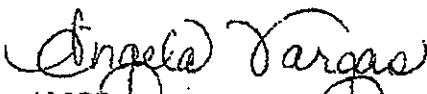
The parade and fiesta will be open to anyone who wishes to attend and enjoy traditional foods, music, and entertainment. Thank you in advance for any support that you can provide to us.

We remain,

Sinceramente,



TERRY YANEZ, Fiesta Chair



ANGELA VARGAS, Recording Secretary

/alev